

Republic of the Philippines
MGO ABUYOG, LEYTE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO ABUYOG, LEYTE in the CSC website:

Maria Marly A. Tisado
MARIA MARLY A. TISADO

HRMO IV

Date: January 4, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Municipal Government Department Head I (Municipal Health Officer)	229	24/1	90,078.00	Doctor of Medicine	None required	3 years experience as medical practioner	RA 1080	N/A	Municipal Health Office
2	Medical Techologist II	240	15/1	36,619.00	Bachelor's Degree in Medical Technology	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Municipal Health Office
3	Slaughterhouse Master II	23-310	14/1	30,459.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Slaughterhouse Operation
4	Senior Administrative Assistant II	23-319	14/1	30,459.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	Municipal Tourism, Culture and Sports Development Office
5	Administrative Officer II (Budget Officer I)	23-311	11/1	24,300.00	Bachelor's degree relevant to the job	None required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Municipal Budget Office
6	Midwife I	256	9/1	21,211.00	Completion of Midwifery Course	None required	None Required	RA 1080	N/A	Municipal Health Office
7	Sanitation Inspection I	259	6/1	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Municipal Health Office
8	Administrative Officer VI (Labor Foreman)	23-315	6/1	15,798.00	High School Graduate	None required	None Required	None required (MC 11, s. 96-Cat.III)	N/A	Sangguniang Bayan (Secretary to the Sangguniang Bayan)
9	Administrative Officer VI (Labor Foreman)	23-315	6/1	15,798.00	High School Graduate	None required	None Required	None required (MC 11, s. 96-Cat.III)	N/A	Municipal Accountant's Office
10	Administrative Aide III (Utility Worker II)	23-318	3/1	13,210.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat .III)	N/A	Municipal Accountant's Office

11	Administrative Aide III (Utility Worker II)	201	3/1	13,210.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat .III)	N/A	Municipal Budget Office
12	Administrative Aide III (Utility Worker II)	23-312	3/1	13,210.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat .III)	N/A	Municipal Tourism, Culture and Sports Development Office
13	Administrative Aide III (Utility Worker II)	211	3/1	13,210.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat .III)	N/A	Municipal Social Welfare and Development
14	Administrative Aide I (Utility Worker I)	23-314	1/1	11,700.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat .III)	N/A	Municipal Accountant's Office
15	Administrative Aide I (Utility Worker I)	23-316	1/1	11,700.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat .III)	N/A	Sangguniang Bayan (Secretary to the Sangguniang Bayan)
16	Administrative Aide I (Utility Worker I)	23-313	1/1	11,700.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat .III)	N/A	Municipal Tourism, Culture and Sports Development Office

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than January 19, 2024.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

HON. LEMUEL GIN K. TRAYA

Municipal Mayor

LGU-Abuyog

bplohmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.